

Message

From: Sparks, Sara [sparks.sara@epa.gov]
Sent: 4/9/2015 1:16:42 PM
To: Vranka, Joe [vranka.joe@epa.gov]
Subject: FW: Scheduling a combined Smurfit and CFAC briefing for the RA

From: Piggott, Amelia
Sent: Thursday, April 09, 2015 7:12 AM
To: Sparks, Sara
Subject: FW: Scheduling a combined Smurfit and CFAC briefing for the RA

Hi Sara,

Please see Kelcey's email below about a briefing for Smurfit. My thought is to have you, me, Sharon, Andrea, Kelcey, and Joe. Anybody else required? Let me know.

Thanks,

ap

Amelia Piggott
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From: Land, Kelcey
Sent: Wednesday, April 08, 2015 4:22 PM
To: Chalfant, Mark; Wilder, Scott; Abendschan, Sharon; Piggott, Amelia
Cc: Urdiales, Aaron; Madigan, Andrea
Subject: Scheduling a combined Smurfit and CFAC briefing for the RA

We need to schedule an RA briefing on these two sites – he will be traveling up to MO in May and we are taking this opportunity to inform him about these two newest NPL-track sites in MT. We need to complete the briefing for Shaun by 5/21 and we will need to do a pre-briefing for Suzanne before we brief the RA.

Will you guys please provide me a list of your teammates that you want at this briefing – tell me who is required and who is optional. Also, if you know that you are unavailable for a large block of time (vacation, travel, etc), let me know that too (unless your calendar is up to date with your out of office time).

I will then have Sue and Diane work to schedule 1) a pre-briefing for Suzanne – expect that to be on an upcoming Thursday TBD at 3pm; and 2) the briefing with Shaun.

Let me know if you have questions or this makes no sense – thanks! k